

ASSISTANT PLANNER

DEFINITION

To perform professional routine planning work on various projects; assist in the planning, organizing and conducting of research studies regarding land use, zoning, community design, and environmental issues; may participate in the review, development and/or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances and other policies and procedures; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Planner series. Positions in this class typically have limited work experience and work under immediate supervision while learning job tasks. The Assistant Planner is distinguished from the Associate Planner level by the performance of less than the full range of duties assigned to the Associate level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior or Principal Planner.

May receive technical or functional guidance from an Associate Planner.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assist in routine planning work on various projects including the review of General Plan issues, environmental issues, site development, building and grading plans, parcel maps, tentative and final maps, adjustment plans, environmental analysis and similar applications; research, review, and analyze information and data for the preparation of comprehensive planning reports on both current and long-range issues.

Prepares administrative planning reports for the issuance of minor variances, conditional use permits and design review.

Conduct research studies regarding land use, zoning, community design, and environmental issues; may prepare reports and recommendations.

Provide support at the permit counter; review development proposals for conformance with city zoning; communicate with and assists developers, property owners, and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans,

processing of applications; implement requirements; identify problems and assess alternatives for projects; recommend project approval.

Assist in developing plans, ordinances, and programs necessary to implement the adopted General Plan.

Assist in performing environmental reviews of development projects for compliance with the California Environmental Quality Act (CEQA); assist in implementing environmental mitigation monitoring and the city MSCP subarea plan.

Provide written and oral information to the public on a routine planning issues, attend meetings of and may make simple presentations to various committees, commissions, professional and community groups.

Draft, update and file land use maps, official zoning maps, and other maps, charts, and research materials; prepare written staff reports on routine development applications.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of urban planning and land development methods and procedures.

State planning and zoning laws and regulations affecting planning, including the California Environmental Quality Act, Subdivision Map Act, and other governmental environment policies rules and regulations.

Trends and statistics related to public planning; engineering drawings, topographic mapping, and both architectural presentation and design.

Research methods as applied to collection, tabulation and analysis of statistics affecting public planning.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Learn to collect, analyze, and interpret data pertaining to planning, zoning and/or environmental policies and issues.

Learn and interpret laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.

Learn to interpret maps.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible city or regional planning work.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in planning, architecture, environmental studies, natural resources management or a related field.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

6/05